



Senior Philanthropy Manager

Job Description

February 2024

We are Mencap

Everything we do is about valuing and supporting people with a *learning disability*, and their families and carers.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

Role Summary

Role report to: High Value Relationships Lead.

Line reports: High Value Relationships Manager with a focus on Northern Ireland (role currently vacant).

Department: High Value Relationships.

What you will do:

- Develop a sustainable, ambitious Major Donor programme that will grow in volume and reach in coming years, taking Mencap to new heights of support.
- Manage a portfolio of new and existing relationships with philanthropists and grant-makers; providing first class creative relationship management, proactive engagement and efficient reporting.
- Build and manage a pipeline of sustainable income – with a heavy focus on acquisition – supported by the High Value Relationships Lead and Senior Leaders across the organisation.
- Secure five and six figure gifts and make change for people with a learning disability.

Who you can expect to work with:

- High Value Relationships and wider Fundraising Teams.
- Senior leaders at Mencap.
- Colleagues across our delivery Teams.
- Finance, L&D, and HR Business Partners.
- Colleagues with a learning disability.

Key Responsibilities

- Deliver all income and activity targets.
- Manage a portfolio of new and existing high value (philanthropist and grant-maker) relationships and implement first class stewardship and relationship management.
- Cultivate and steward existing donors to create long lasting and lucrative relationships.
- Lead on identifying new prospects and design detailed, bespoke donor plans and journeys to secure multi-year significant income.
- Lead on securing gifts from Major Donors, through sector-leading asks, compelling proposals, engaging presentations, well prepared, goal-orientated meetings and through the use of senior leaders and volunteers.
- Develop and lead a high value and mid value giving programme, identifying potential Major Donors and creating a portfolio of reliable support.
- Support Events colleagues to deliver an ambitious high value events programme; through relevant and timely supporter communications and in maximising relationships appropriately through the High Value events calendar.
- Manage, monitor and maintain the delivery of financial and non-financial KPI's to ensure that personal, team and departmental targets are achieved.
- Ensure accurate and timely reconciling and reporting against income, expenditure and KPIs internally for Philanthropy (monthly, quarterly and annually) to the High Value Relationships Lead, internal departments and key senior stakeholders.
- Ensure all due diligence and compliance procedures are adhered to.

- Proactively network and influence external partners, stakeholders and decision makers, acting as an ambassador for Mencap.
- Contribute to wider departmental planning with informed forecasting and evidence-based projections for the short, medium and long term and work closely with colleagues to maintain oversight of delivery projects.
- Develop a strong understanding of learning disability and Mencap services to demonstrate the impact High Net Worth Individuals can make to our work and the lives of people with a learning disability.
- Regularly update the CRM database with information on prospects to ensure that accurate records are kept, the pipeline is up to date and key information is shared across the organisation.
- Ensure up-to-date contracts are in place with all funders where required.
- Deliver effective leadership and line management (as required) to ensure that any direct reports deliver against their objectives. Offer support and development so they are able to thrive in their role.
- Undertake any other reasonable duties.

Person Specification

About you:

You are an ambitious, experienced fundraiser with a talent for philanthropy acquisition and securing £5k+ figure gifts from individuals, and you are passionate about changing the world for everyone with a learning disability.

What you will bring:

- An ambitious and creative approach to Major Donor fundraising
- Knowledge and understanding of Major Donor fundraising key issues and opportunities.
- Excellent relationships management abilities with the gravitas and skill to influence and engage cold and warm contacts.
- Strong written and verbal communication skills.
- Strategic thinking with the ability to convey complex and emotive topics in a clear and compelling way.

Your experience:

- Securing five-figure+ sums from Major Donors.
- Proven experience of building long-term effective relationships with senior stakeholders, both internal and external.
- Demonstrable experience of project management and cross-organisational working.
- Significant experience of working with and to a wide range of financial and non-financial KPIs.

Mencap's Values and How They Apply to this Role

<p>We are Passionate about making the world a better place</p> <p>You will have a genuine passion for changing the lives of people with a learning disability.</p>	<p>We are Inclusive of everyone</p> <p>You will work collaboratively and be a positive role model for others.</p>	<p>We are BRAVE we challenge and try new things</p> <p>You will encourage colleagues and donors alike to innovate, stand up for what they believe in and push boundaries.</p>	<p>We are Positive in our work and with each other</p> <p>You will celebrate successes and share stories about how our supporters are making a difference.</p>	<p>We are Kind to everyone</p> <p>You will be kind, supportive and encouraging to everyone you interact with.</p>
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Additional Details

Salary: £47,064 per annum.

Base: London, E1. Hybrid working, with travel to office for internal and external meetings.

Hours: 37.5 Monday-Friday.

On occasion the post holder will be required to travel across the UK and overnight stays may be required.

Occasionally required to work weekends and attend evening events and meetings.

What we will give you:

24 days annual leave + all UK Bank Holidays

Amazing benefits + pension

Full support in the role and training

Flexible working options

How to Apply

Please apply by submitting a copy of your Curriculum Vitae (CV) and a covering letter highlighting your suitability for the position and why you are interested, by clicking on this [link](#).

For any queries please contact Suzie Groves at suzie@aawpartnership.com.

Closing date for applications: Monday 18th March, 9am.

Shortlist: If you reach the final shortlist, all candidates will be invited to attend first round virtual interviews with Mencap on Monday 25th March and, for those progressing further, a second in-person round in the week commencing 1st April.